EVENT BRIEF
One McCormick Series
Graduate Society of Women Engineers (GradSWE) and
Women in Science and Engineering Research (WISER)

Wednesday, November 11, 12 – 12:30 p.m.
Delivered via Zoom Webinar

ZOOM HOST: Amy Pokrass – cell: (414) 732-9321, office: 847-467-4950
CO-HOST: Christa Battaglia
PANELISTS: Dean Julio M. Ottino
Linda Broadbelt - moderator
Rebecca Harmon, PhD student, President Women in Science and Engineering Research (WISER)
Julia Downing, PhD student, VP Graduate Society of Women Engineers (GradSWE)

ATTENDEES: McC Faculty, Staff, and Students

REHEARSAL/TEST SESSION – Monday, November 9, 3 p.m.
- Host confirms webinar settings are accurate
- Brief event run through with speakers' slides
  - Confirm screen share is functioning
- Review agenda for Wednesday

Becca and Julia - Please locate and ensure you have the following:
- **Good location to film yourself**
  - Quiet room, free of any distractions
  - Free of any distractions
  - Carpet helps reduce any echo
  - Light from one side — natural light from windows often is nice
  - Windows should be off to the side, not behind you
  - Have a lamp available for extra light if necessary
- **Computer/laptop/iPad to create horizontal image**
  - Make sure you can put your computer camera at eye level
- **Check status of equipment**
  - Camera lens is clean
  - Internet is stable
  - USB mic or headset with mic offer better sound (not mandatory)
- **Clothing that films well**
  - Wear what is comfortable
  - Consider solid color shirt/sweater
  - No whites, no busy patterns please
EVENT DAY PROGRAM – Wednesday, November 11

11:40 a.m. Amy, Christa, and Becca and Julia log-in to Zoom webinar
   - Close all other applications

Amy sends meeting confirmation to all attendees via Zoom (@ 12pm)

Amy and Christa start the Zoom webinar in practice mode
   - Screengrab of speakers for use in the slider and on social
   - Confirm all settings are accurate
     - Q&A
       - No anonymous questions
       - Allow attendees to view
         - All questions
         - Attendees can upvote
     - Chat
       - Disable chat function for attendees
     - Participants
       - Allow participants to unmute
       - Allow panelist to start video
       - Allow attendees
         - View participant count
     - Video Layout
       - Active speaker view
       - Review opening slide and music
       - Trouble shoot any last-minute items
       - Re-test presentation slides

11:50 a.m. Linda Broadbelt joins the zoom webinar
   - Close all other applications

11:55 a.m. Dean Ottino joins the Zoom webinar

Dean Ottino, Linda, and Becca and Julia
   - When you speak, your image will be the only image the attendee will see

Linda
   - Keep Q&A open and review questions

11:59:45 a.m. Christa start music and opening slide
   - Virtual background set to opening slide
   - Mute yourself
   - Re-name yourself ‘One McCormick’
   - Place post-it over camera
   - Share computer audio
   - Play music
Amy

- Spotlight Christa
  - Confirm all other panelists are muted during this time
- Mute yourself
- Stop Video

Amy & Christa – Record webinar to cloud

12 p.m.

For 90 seconds, the opening slide will play along with music
- It takes approximately 30 seconds for waiting room attendees to enter the live broadcast
- Music ends at approx. 12:31:30 p.m.

Christa – After the music ends
- Stop Video
- Stop sharing computer audio

Amy

- Un-spotlight Christa

Linda - <1 minute
- Confirm you are UNMUTED; please mute your line after you are done speaking
- Welcome – One McCormick Series: GradSWE and WISER
  - See script
- Introduce: Dean Julio Ottino

Dean Julio M. Ottino – 3 minutes
- Confirm you are UNMUTED; please mute your line after you are done speaking
- Welcome
- Introduce Rebecca and Julia

Becca and Julia – 15 minutes
- Confirm you are UNMUTED
- GradSWE and WISER presentation
  - Share your screen when presenting slides
- Please remain UNMUTED for the duration of the webinar

Approx.

12:20 p.m.
- Presentation concludes; Q&A portion begins
  - Linda asks selected questions from the chat and pre-determined questions
  - Linda, and Becca and Julia are UNMUTED during this time

Approx.

12:29 p.m.
- Linda provides final closing remarks

Zoom webinar is ended by Amy